



CITY OF HOUSTON

Job Posting

1	<i>Applications accepted from:</i>	ALL PERSONS INTERESTED
2		
3	<i>Job Classification</i>	EXECUTIVE STAFF ANALYST (EXEC LEVEL)
4	<i>Posting Number</i>	PN #112011
5	<i>Department</i>	HOUSTON POLICE
6	<i>Division</i>	CHIEF'S COMMAND
7	<i>Section</i>	OFFICE OF THE CHIEF OF POLICE
8	<i>Reporting Location</i>	1200 TRAVIS
	<i>Workdays & Hours</i>	MONDAY – FRIDAY, 8:00 A.M. – 4:00 P.M.*
		*Subject to change

- 9

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Researches, prepares, and presents statistical analysis of quantitative departmental data. Researches operational data for cost and other factors to measure impact. Presents data to concerned citizen, neighborhood, and council groups. Interprets administrative policies for impact, and make recommendations. Participates in evaluation and design of workflow, processes and various operations systems.
- 10

WORKING CONDITIONS

The position is physically comfortable, the individual has discretion about walking, standing etc.
- 11

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor’s degree in Business Administration, Public Administration or a filed directly related to the type of work being performed.
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MINIMUM EXPERIENCE REQUIREMENTS

Seven years of professional administrative, financial or analytical experience related to the type of work being performed are required.
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MINIMUM LICENSE REQUIREMENTS

None.
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PREFERENCES

None.
- 15

SELECTION/SKILLS TESTS REQUIRED

None.
- 16

SAFETY IMPACT POSITION Yes X No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.
- 17

SALARY INFORMATION

Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range – Pay Grade 30
\$1,999.00 - \$2,933.00 Biweekly \$51,974.00 - \$76,258.00 Annually
- 18

OPENING DATE

July 19, 2006
- 19

CLOSING DATE

July 25, 2006
- 20

APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 308-1300. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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